

Statement of Work
Research on the Creation of a Database of Employers

I. Introduction

The employer lists and employer profiles are generally commercial products which are not connected with the current labor market information (LMI) structure. Although the need seems basic, a comprehensive database of employers is unavailable. The database in some areas is just a list of employers (names, addresses, phone numbers). Most of these profiles are from various commercial vendors; some of them have been added by local utilities, economic development offices and other sources. This database should, in time, be connected to a local geographic information systems (GIS).

Five inter-related components (Products and Services, Data Sets, Delivery Systems, Organizational Structure, and Common Language) serve as the basic building blocks of America's Labor Market Information System (ALMIS). These components are at the core of developing a system to meet the informational and product needs of its customers and need to be reflected in the activities and tasks of this Statement of Work (SOW).

II. Objectives**A. Purpose:**

The goal of this statement of work is to conduct research and related development work on creating a database of employers to aid in job search assistance. This project will result in a report outlining the procedures used in the study, the results of the research, and recommendations regarding the feasibility of creating a national database of employers. Potential recommendations may involve suggestions to combine databases with more detailed employer profiles such as are commercially produced by Standard and Poor and Dun & Bradstreet. The State consortium will work with BLS in this effort.

B. Specific Tasks:

It is necessary that all tasks be performed within the context of the America's Labor Market Information System Report to Congress, to be provided following grant award.

There are three specific tasks to be accomplished by the consortium: 1) determine the requirements of the various States and their employment operations for a database of employers,

including what data elements are viewed as critical and what supplemental information is viewed as not critical but highly desirable, 2) through a request for information (RFI) process, review existing commercial and government employer databases to determine if some or all of them meet the requirements of the States and at what cost, and 3) publish a report detailing the findings and, if appropriate, making recommendations for next steps, to include ongoing maintenance and update procedures.

III. Funding

The Employment and Training Administration (ETA) will provide up to \$200,000 to the consortium of states for the execution of the three tasks during the period of performance. The funding is intended to underwrite costs for each of the tasks. It will be the responsibility of the consortium to determine how best to accomplish the tasks within the funding provided.

IV. Consortium Responsibility

A. Lead State. The lead State will submit a grant application on behalf of the consortium. Award will be made to the lead State who will be the grant recipient, therefore responsible for the administrative and financial aspects inherent in a grant award. Other responsibilities of the lead State will be to:

- 1) convene the consortium and recruit member states as needed and deemed appropriate;
- 2) involve other LMI organizations, universities and other academic institutions, ES affiliated organizations (JSECs), business groups, and others, as appropriate;
- 3) serve as the point of contact between the Grant Officer's Technical Representative (GOTR) and the consortium;
- 4) exercise responsibility for all required progress reports; and,
- 5) exercise final responsibility for the delivery of the products and services specified in the grant agreement.

The lead State will be asked to cover a share of the costs from funds other than the grant. Such sharing must be either cash or in-kind, e.g., staff costs, travel costs, etc., to fulfill the purposes of the consortium or

as a condition of conducting one or more of the research projects.

The lead State may cover some or all of the administrative costs incurred to fulfill the terms of the grant from grant funds.

B. State Membership

Consortium member States will assist the designated lead State in carrying out the Statement of Work, including sponsoring conferences, and executing other necessary activities as deemed appropriate by the consortium.

Consortium partners will be expected to make contributions in cash or in-kind, e.g., staff costs, travel costs, etc., to fulfill the purposes of the consortium or as a condition of conducting one or more of the research projects.

V. Period of Performance

The period of performance for this grant will begin at grant award and will run twelve months from grant award.

VI. Reports and Reviews

The grantee will provide the GOTR a monthly status report outlining the previous month's activities and plans for the next month.

Six months following grant award, the grantee will provide the GOTR and a designated Peer Review Board with the project status to include all significant accomplishments to date, detailed plans for accomplishments, including milestone dates, through the end of the funded project. The Peer Review Board will review work in progress and final products with an eye toward quality and applicability of the research and development efforts to a wide variety of states and to ensure that the product design meets the needs of the customers (sister States) and grantor.

The Peer Review Board will consist of three Federal members -- the GOTR, a member of BLS, and a member of ETA, and six State members. State membership expertise should not be limited to LMI, and may include computer and employment service expertise. ETA will consider the continuation of project based upon the recommendation of 7 of the 9 Peer Review Members.

Any final approved product from this project should have the ALMIS or One-Stop identifier prominently displayed on it.